Helpful Hints When Applying for a job Using PEARS

The following address the most frequent errors made by applicants. Please review this list to ensure full consideration.

- If you choose not to apply on-line, you must request a hard copy of the PEARS application, complete the application, and return it to the Human Resources Office listed on the announcement within the timeframes listed below.

- On-line and faxed hard copy applications will be accepted until midnight Eastern Time on the announcement's closing date. Hard copy applications that are not faxed will be accepted at the Human Resources Office listed on the announcement until 4:30 P.M. on the announcement's closing date. **We encourage you to apply on-line. We may not accept applications beyond the timeframes listed.**

- Supporting documentation **must be received within two days of the closing date of the announcement, excluding Saturdays, Sundays, or U.S. Government holidays.** Supporting documentation must be sent to either the contact address or the fax number listed on the announcement. **Supporting documentation will not be accepted via email.** Supporting documentation **must include the announcement number**. One set of supporting documentation must be submitted for each announcement for which you submit an application.

- Because Federal agencies are required to prorate your experience when making qualification determinations, it is necessary for you to provide **complete employment dates (month/year at a minimum) and work schedules (indicate "full-time" or average hours per week) for all periods of employment**. Report the dates for each grade level and position held when listing Federal employment (e.g., Veterinarian, GS-11, 01/01/02 – 01/03/03; GS-12, 01/04/03 – 01/03/04; GS-13, 01/04/04 – 06/01/04). Failure to include this information will exclude this experience from being considered in the qualifications determination and may result in disqualification.

- **Detailed descriptions of your duties for all previous employment must be provided.** We may not assume qualifying experience on the basis of "job title," employer, or employment type. We may only credit experience specifically described.

- **College transcripts, a copy of your college diploma or a list of college courses** with grades and credits (indicate quarter or semester hours) *must* be submitted. Copies of current licenses (e.g., a license to practice veterinary medicine conferred by a state Board of Veterinary Medical Examiners) or copies of a certification of membership in a professional organization that are indicative of possessing the educational requirements of this announcement may be submitted in lieu of college transcripts. Applicants qualified on the basis of lists of college courses or copies of diplomas, licenses, or certificates of membership, *must* submit copies of college transcripts before their selection may be confirmed.

- **Standard Form (SF) 50** Current and former Federal employees **must** submit the SF-50, when requested. Failure to submit the SF-50 will result in exclusion from consideration.

- **DD 214(s)** To receive credit for military service, you must provide a DD 214 showing the exact dates of service for all periods of active duty.

  Always read vacancy announcements carefully and provide the information requested.